

Takoma Park Youth Council Meeting Agenda

Remember to add to calendar and send reminders

Date of Meeting: 4/9/18 Time: 6:00 pm Location: City Hall, Hydrangea Room

Facilitators/Meeting Called By: Kiran Kochar McCabe

Designated Note-Taker: **George Ashford** Designated Time-Keeper: **Rachel Grupp**

Designated Task-Person: **Althea Davey**

Ground Rules for Every Meeting:

<ul style="list-style-type: none"> Be on time Participate Come prepared (review agenda ahead of time) Stay on topic Make sure you understand 	<ul style="list-style-type: none"> No side conversations/distractions Be respectful Propose solutions to problems
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Officers in attendance at meeting - Roll Call

<input type="checkbox"/> Althea Davey	<input type="checkbox"/> Asha Henry	<input type="checkbox"/> Kiran Kochar McCabe
<input type="checkbox"/> George Ashford	<input type="checkbox"/> Emma Morganstein	<input type="checkbox"/> Adam Kante
<input type="checkbox"/> Adelaide Harris	<input type="checkbox"/> Rachel Grupp	<input type="checkbox"/> —
		<input type="checkbox"/> Adviser

Agenda

Call to Order and Roll Call	1 min	Announce	George Ashford	
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Old Business - Date of initial discussion:

Item Description/Notes	Time Allotted	Decide Discuss Announce	Person Responsible	Follow-up (complete)/ date
Update and approval of minutes from last meeting	2 min	Announce	Kiran Kochar McCabe	N/A

New Business

Item Description/Notes	Time Allotted	Decide Discuss Announce	Person Responsible	Follow-up (complete)/ date
Call to Orders	1 min	Announce	Kiran Kochar McCabe	N/A

Sharing circle	10 min	Discuss	ALL	
Listen to City Media Specialist Jeremy Dickey	7 min	Listen	Jeremy Dickey	
Ask questions/small discussion	5 min	Discuss	ALL	
Youth Declaration of Rights	7 min	Discuss	ALL	
New Meeting Dates/Meeting Dates	7 min	Discuss/ Decide	ALL	
Training Connections Update	5 min	Discuss	ALL	Monthly
TPMS Talent Show Update	5 min	Learn/ Discuss	Kiran Kochar McCabe	
Block Party Sponsorship	3 min	Learn/ Decide	Adam Kante	
NLC Conference Debrief	7 min	Listen	George Ashford	
Ask questions/small discussion	3 min	Discuss	ALL	
Youth Council Newsletter Plan	7 min	Learn/ Decide	Rachel Grupp	
Youth Town Hall Plan	5 min	Learn/ Decide	Adelaide Harris	
Blair's Climate Summit Update	5 min	Learn/ Discuss	Kiran Kochar McCabe	
Youth Success Advisor at Rec Center	3 min	Learn	Althea Davey	
City Council Issues Update (with discussion on the Takoma Junction)	7 min	Discuss	Althea Davey	Monthly
New items to be added to agenda?				
Other items	5 min		ALL	
Set Agenda and Next Meeting Date	2 min	Discuss/ Decide	ALL	

Action Items

(These are items that deserve swift attention for completion)

Action Item	Complete by (Date)	Person Responsible	Communicate Completion by:


Bin Items

(Items to be added to next agenda/to be discussed)

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Debrief

How did the last meeting go?

Plus (+) - Positives	Deltas () - Constructive Changes
<ol style="list-style-type: none">1. Decided on our Chairperson and Vice Chair.2. Enthusiasm of the group	

Running Effective Meetings

Think Abouts Prior to Meeting:

- Priorities – what absolutely must be covered?
- Objectives – what do need to accomplish at the meeting?
- Participants – who needs to attend the meeting for it to be successful?
- Sequence – in what order will you cover the topics?
- Timing – how much time will spend on each topic?
- Date and Time – when will the meeting take place?
- Place – where will the meeting take place?

Think Abouts During Meeting:

Once in the meeting, to ensure maximum satisfaction for everyone, there are several things you should keep in mind:

- If certain people are dominating the conversation, make a point of asking others for their ideas.
- At the end of each agenda item, quickly summarize what was said, and ask people to confirm that that's a fair summary. Then make notes regarding follow-up.
- Note items that require further discussion.
- Watch body language and make adjustments as necessary. Maybe you need a break, or you need to stop someone from speaking too much.
- Ensure the meeting stays on topic.
- List all tasks that are generated at the meeting. Make a note of who is assigned to do what, and by when.

At the close of the meeting, quickly summarize next steps and inform everyone that you will be sending out a meeting summary.

After the meeting is over, take some time to debrief, and determine what went well and what could have been done better. Evaluate the meeting's effectiveness based on how well you met the objective. This will help you continue to improve your process of running effective meetings.